

A Check List for Adding a New Module to a Programme

Requirements	Notes	Check
Initial agreement from Programme Team/Academic Team Leader	Module Leader discusses new module with Course Leader who considers/addresses resource implications (and consults with Academic Team Leader)	
New Module Template	See guidelines on QAEU website.	
New Module Code	Module Leader /Course Leader contacts Student Data Management for new code	
Course Committee/School Quality Committee approval/notification (Minutes)	Amended module template and rationale discussed at Course Committee and School Quality Committee – amendments made if necessary	
Annex L form completed	Signed by Module Leader and Course Leader. Signatures of Chair of Course Committee and School Quality Committee are also required.	
Annex M completed	New module template and Annex L sent to External Examiner for approval. External Examiner completes Annex M (or emails approval)	
Programme Documentation updated: Programme Specification Curriculum Outcomes Map Curriculum Skills Map Assessment Map	Completed by Course Leader – usually more efficient to do a number of minor mods at the same time (max 1/3 of programme credits in one year e.g. 120 for 3 year degree)	
All paperwork given to Quality PL to sign off and send to QAEU	Quality PLs replace the role of standing panels.	
Programme Handbook update	Ensure new Programme Docs are included the following year's/semester's copy and that the Programme Structure Diagram is updated.	